

Appendix E-2

Recommended Set-up Meeting Agenda Topics

- Purpose of meeting – For DOTD Project Coordination to ensure LPA P.E. and Responsible Charge are aware of and understand contract requirements and obligations.
- Role and Responsibilities
- Topics of Discussion
 - Entity-State Agreement
 - Construction Contract
 - Construction Engineering & Inspection Guidelines
 - Compliance Goals
 - Construction Contract Administration Manual
 - Sampling Plan
 - Site Manager (& Set-up)
 - QA/QC Materials Testing
 - Certified Lab
 - Pre-construction Conference Schedule & Checklist (provided by the DOTD Project Coordinator)
 - Progress Schedule & Approval
 - Inspection Requirements
 - Inspectors, Work Zone/Traffic Control
 - Final Audit Checklist
 - Partial Estimate & Change Orders
 - Notice To Proceed Requirements